



NASA Headquarters
Washington, DC 20546

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HQOWI1311 - M009
REVISION B
March 11, 2002

Code-M Congressional Hearing Support Process

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CODE- M CONGRESSIONAL HEARING SUPPORT PROCESS

Approved and signed by

Frederick D. Gregory
Acting Associate Administrator
Office of Space Flight

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		1-26-1999	
Revision	A	4-27-2001	Made changes to clarify process and assign responsibility. The symbiology was updated and quality records were changed to electronic form only. Revised the quality record disposition, Section 7 to comply with NPG 1441.1
	B	11-3-2002	Made changes to clarify process and respond to ISO audit observations of October 31, 2001. Clarified 3.0 definitions, defined products, clarified section 5 redefining processing points, added a new process flow line, clarified product/output location and ownership, eliminated Code M Potential Questions and Answers quality record. Changed the name of the OWI.

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1.0 PURPOSE

This Office of Space Flight (OSF) OWI documents the process for congressional support within OSF, also referred to as Code-M.

The Associate Administrator (AA) of Space Flight is responsible for maintaining this document. The controlled version of the manual is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI encompasses the activities to provide congressional support for activities within the HEDS Enterprise (OSF/Code M)

3.0 DEFINITIONS

The following terms and acronyms, used in this process, are explained below:

- 3.1** HEDS - Human Exploration and Development of Space enterprise
- 3.2** Congressional Testimony - A written document required by witnesses of a congressional hearing
- 3.3** Code-L – NASA Office of Legislative Affairs
- 3.4** Testimony Writers – Code M employees with subject matter or program information.
- 3.5** LL – Legislative Liaison, OSF.
- 3.6** Action Officer – Points of contact within each Code M organization.
- 3.7** ISS – International Space Station
- 3.8** QFR – Questions for the Record.
- 3.9** DAA – Deputy Associate Administrator

4.0 REFERENCES

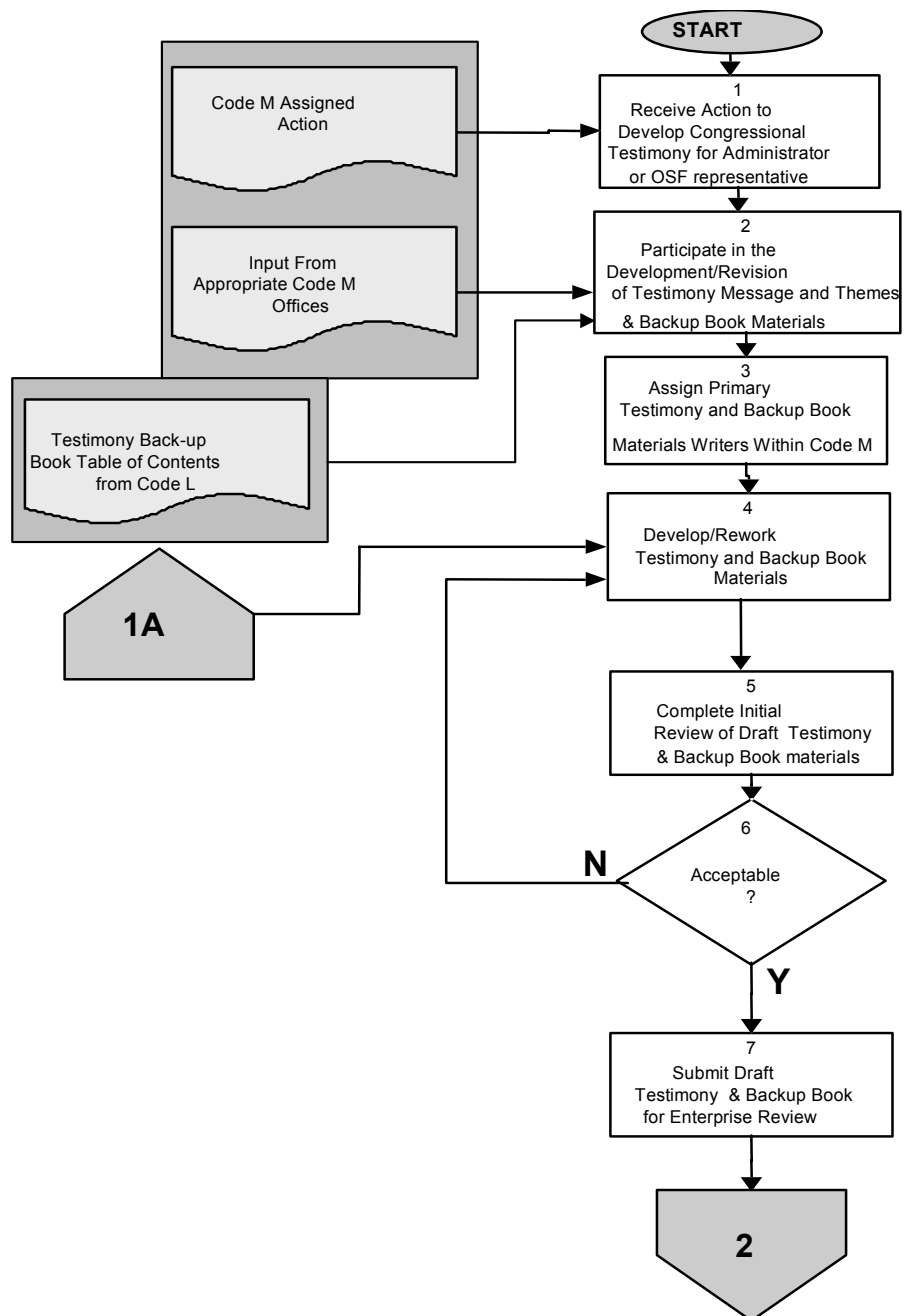
The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

HQSM 1200.A.1

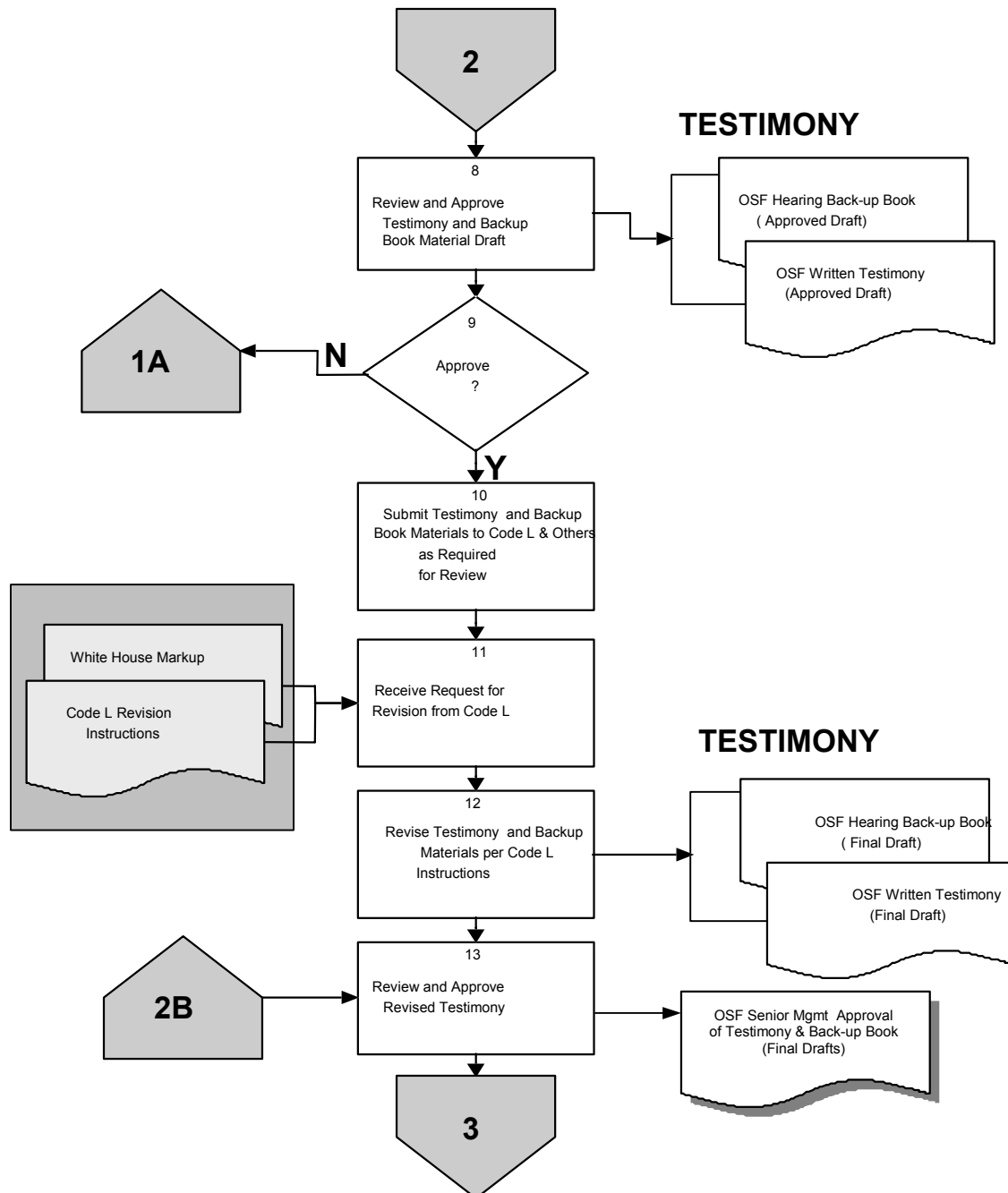
Headquarters Quality System Manual

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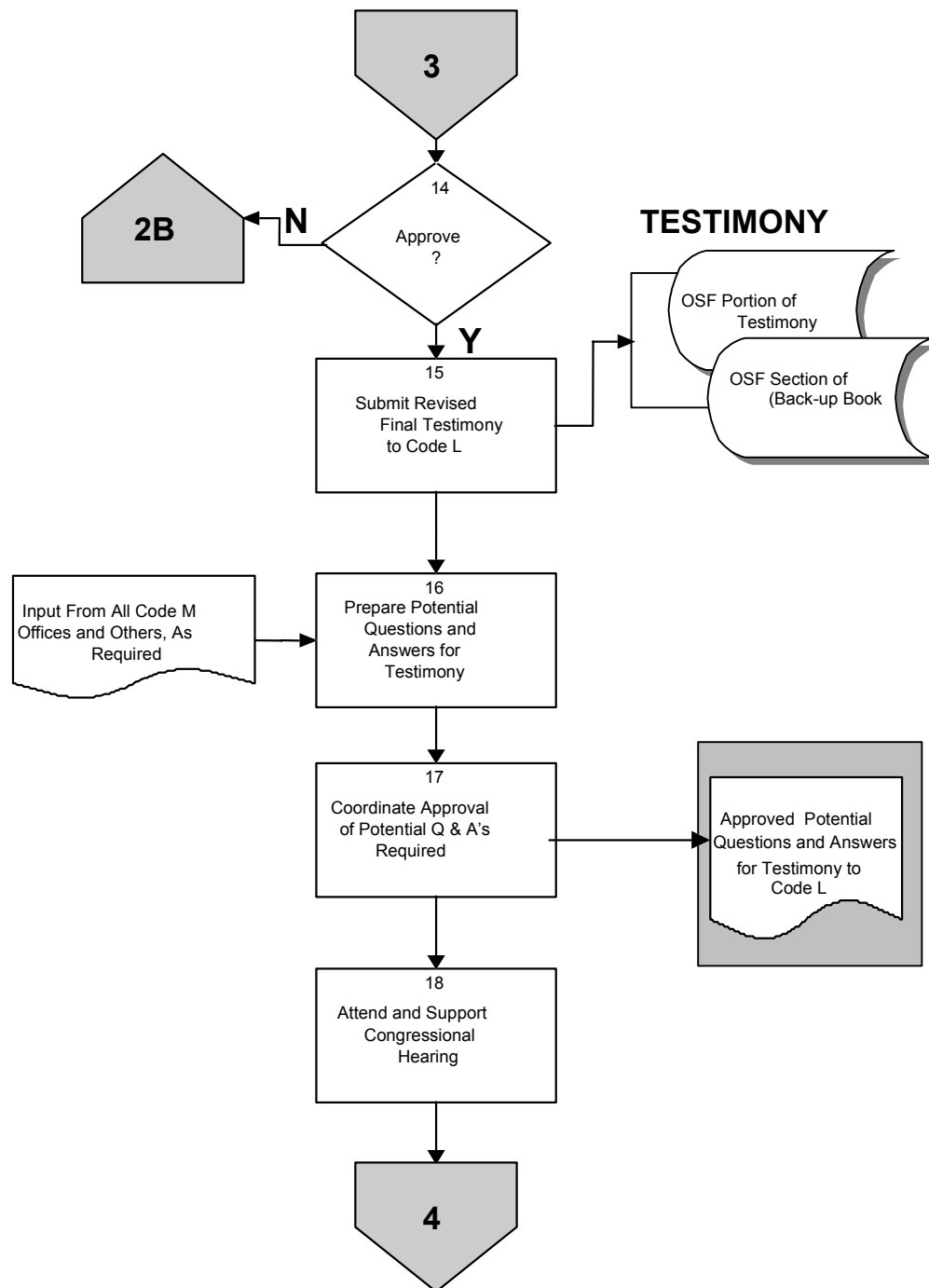
5.0 FLOWCHART



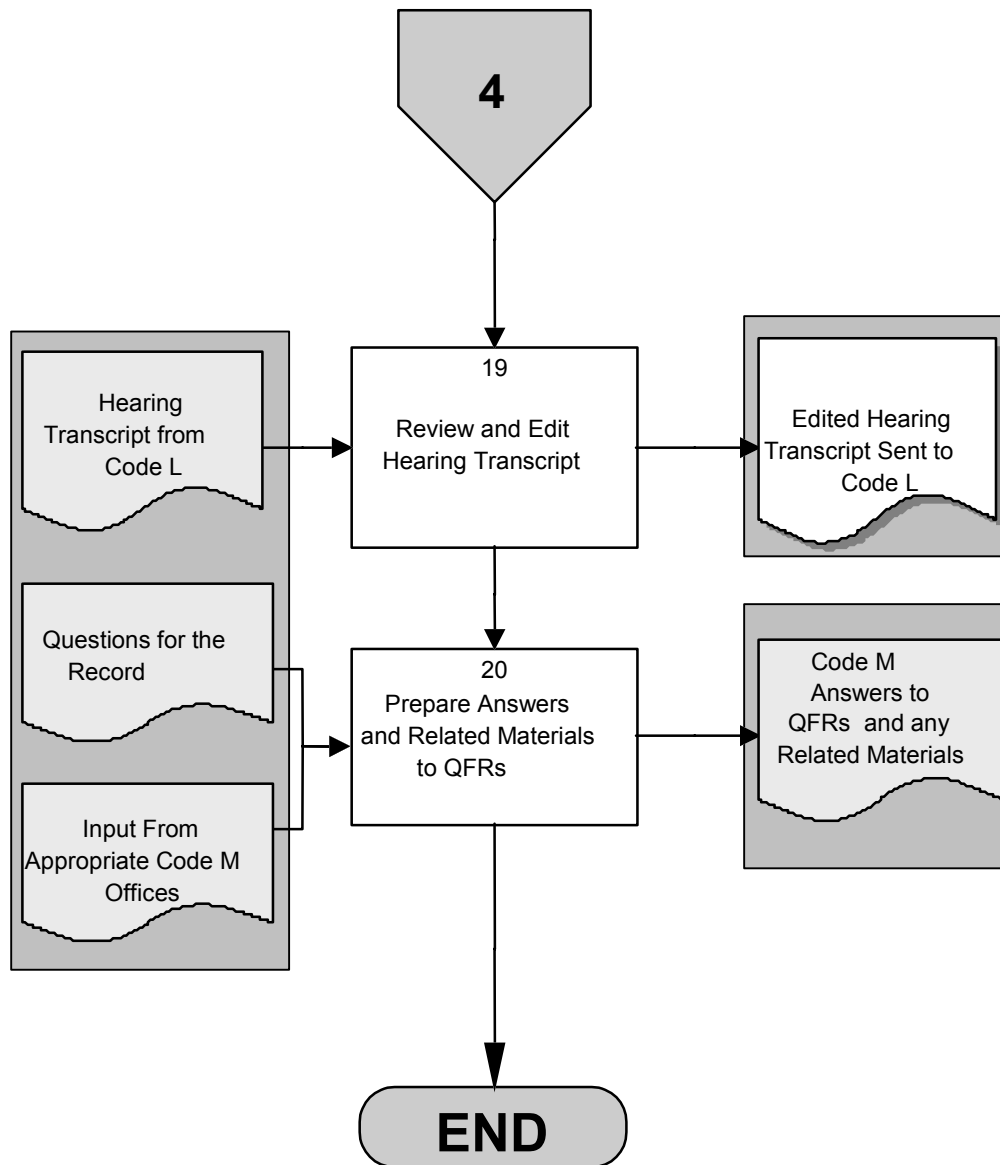
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6.0 CONGRESSIONAL SUPPORT PROCESS STEPS

From time to time, NASA is invited to address a congressional hearing on a subject relevant to or affecting NASA operations. The invitation is received and a response, in the form of written testimony, is carefully prepared. Several NASA Headquarters codes are involved in the preparation process. However, the process used by Code M is completed through a series of activities described below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
LL	1	Receive action to develop or revise congressional Testimony for Administrator or OSF representative.
Senior Management, LL, & Testimony Writers	2	Participate in the iterative development of testimony such as data, message and themes.
LL	3	Identify and assign primary testimony and backup book materials writer(s) within Code M.
Testimony Writer(s)	4	Develop testimony to coincide with the developed messages and themes. Rewrite testimony as the message and themes change. Revise the testimony until it is acceptable. In addition to the written testimony, a hearing back-up book is prepared.
DAA, Space Shuttle DAA, ISS, or other DAA as appropriate, LL	5	Review and comment on iterative drafts of the congressional testimony and backup book until it is determined to be acceptable. Reworked message and themes may be included in the iterative process until the testimony and backup book are ready for approval.
DAA, Space Shuttle DAA, ISS, or other DAA as appropriate, LL	6	If congressional testimony and backup book are acceptable, proceed to Step 7.
LL	7	Submit Draft Testimony and backup book to Code M managers for Enterprise level review.
OSF Deputy AAs and AA	8	Review and approve testimony and backup book.
OSF Deputy AAs and AA	9	If the testimony and backup book are not approved they are reworked (See Activity Step 4). If they are approved, continue the process.

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LL	10	Submit testimony and backup book to Code L .
LL	11	Receive request for revisions from Code L. This request is accompanied by White House markup received when Code L submitted the draft testimony to the White House for review.
Testimony Writers	12	Revise testimony in accordance with Code L instructions and accommodating White House markup.
OSF Deputy AAs and AA	13	Review and approve the revised testimony and backup book.
OSF Deputy AAs and AA	14	If the testimony is not approved it is revised until approved. If the testimony is approved, continue the process.
LL	15	Transmit OSF portion of testimony and OSF back up book section to Code L for inclusion in the agency testimony and back up book.
Testimony Writers	16	Prepare potential questions and answers for testimony.
LL	17	Coordinate approval of potential questions and answers. Forward the approved Qs & As to Code L.
LL	18	Attend and Support Congressional Hearing.
LL	19	Receive, review and edit the hearing transcript provided by Code L. Return edited transcript to Code L.
LL	20	Prepare answers and related materials responding to questions from various members of Congress, during or after the hearing, soliciting input from appropriate Code M Offices.

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7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
OSF Portion of Testimony	M-2	M-2	Electronic	Schedule 1 item 30.C	Destroy when no longer needed.
OSF Section of Back-up Book	M-2	M-2	Electronic	Schedule 1 item 30.C	Destroy when no longer needed.
OSF Senior Management approval of final drafts of Testimony and Back-up Book	M-2	M-2	Electronic	Schedule 1 item 30.C	Destroy when no longer needed.